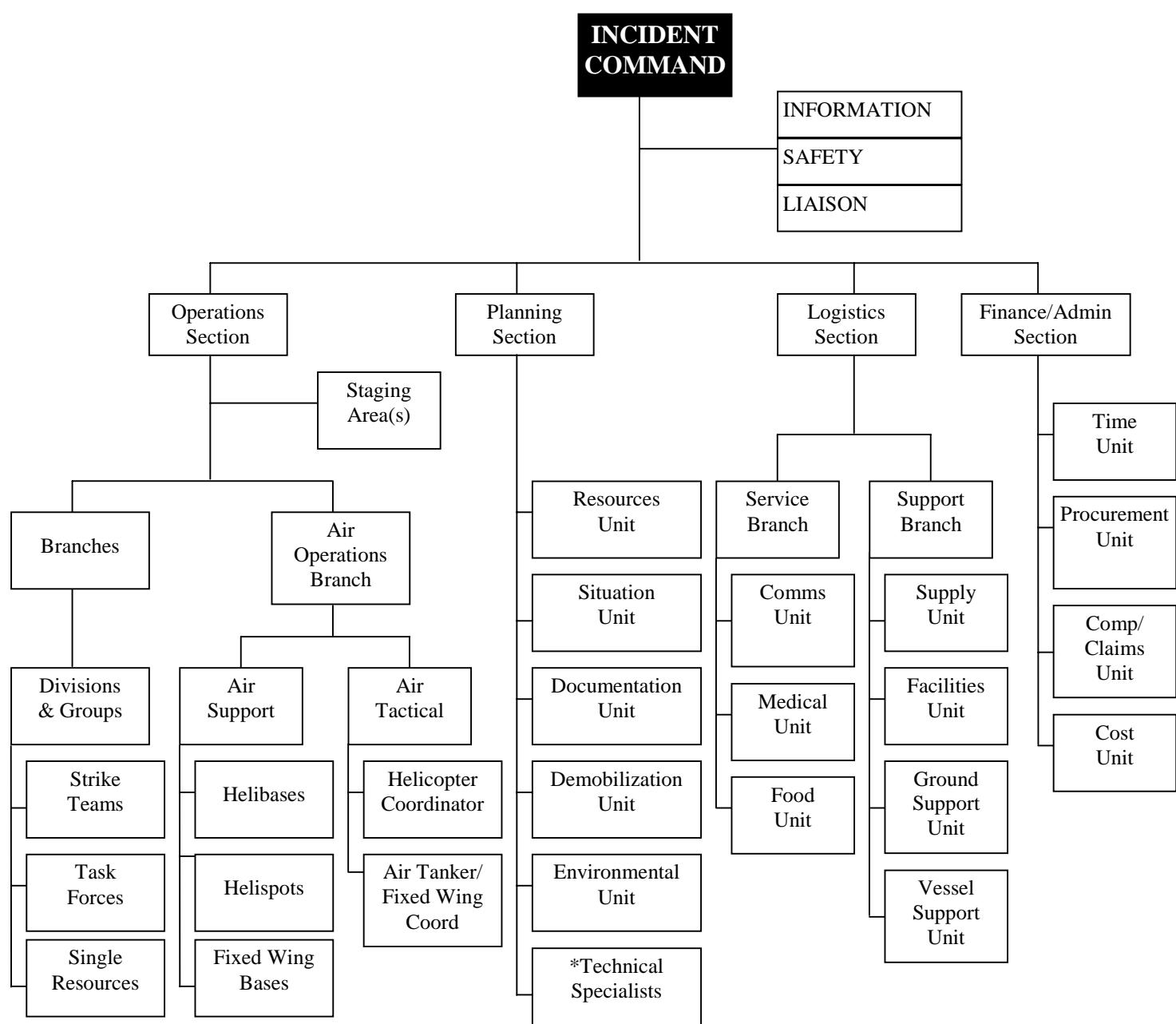


CHAPTER 12

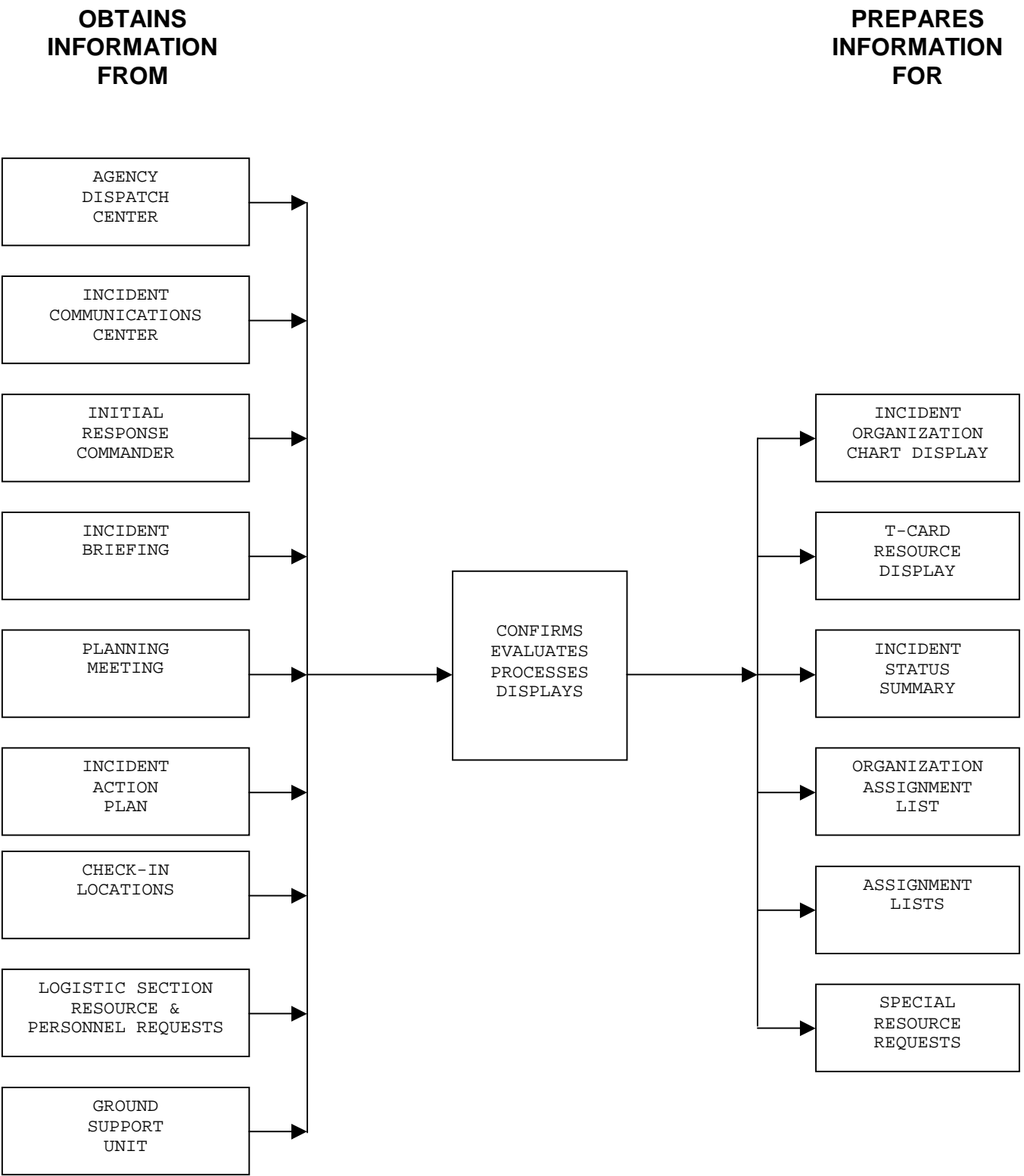
ORGANIZATIONAL GUIDES

INCIDENT COMMAND SYSTEM
ORGANIZATION CHART

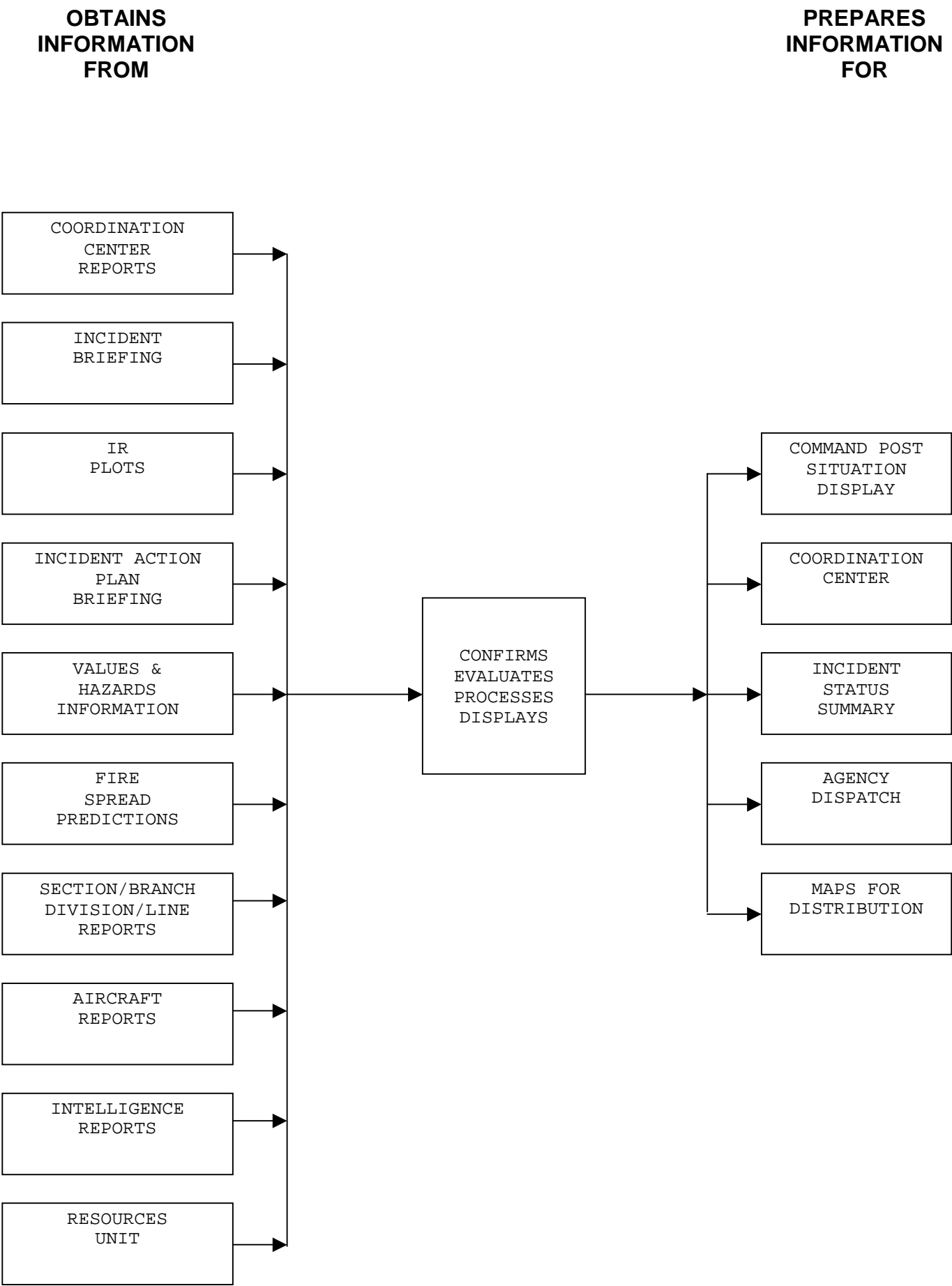


* May be assigned wherever their services are required.

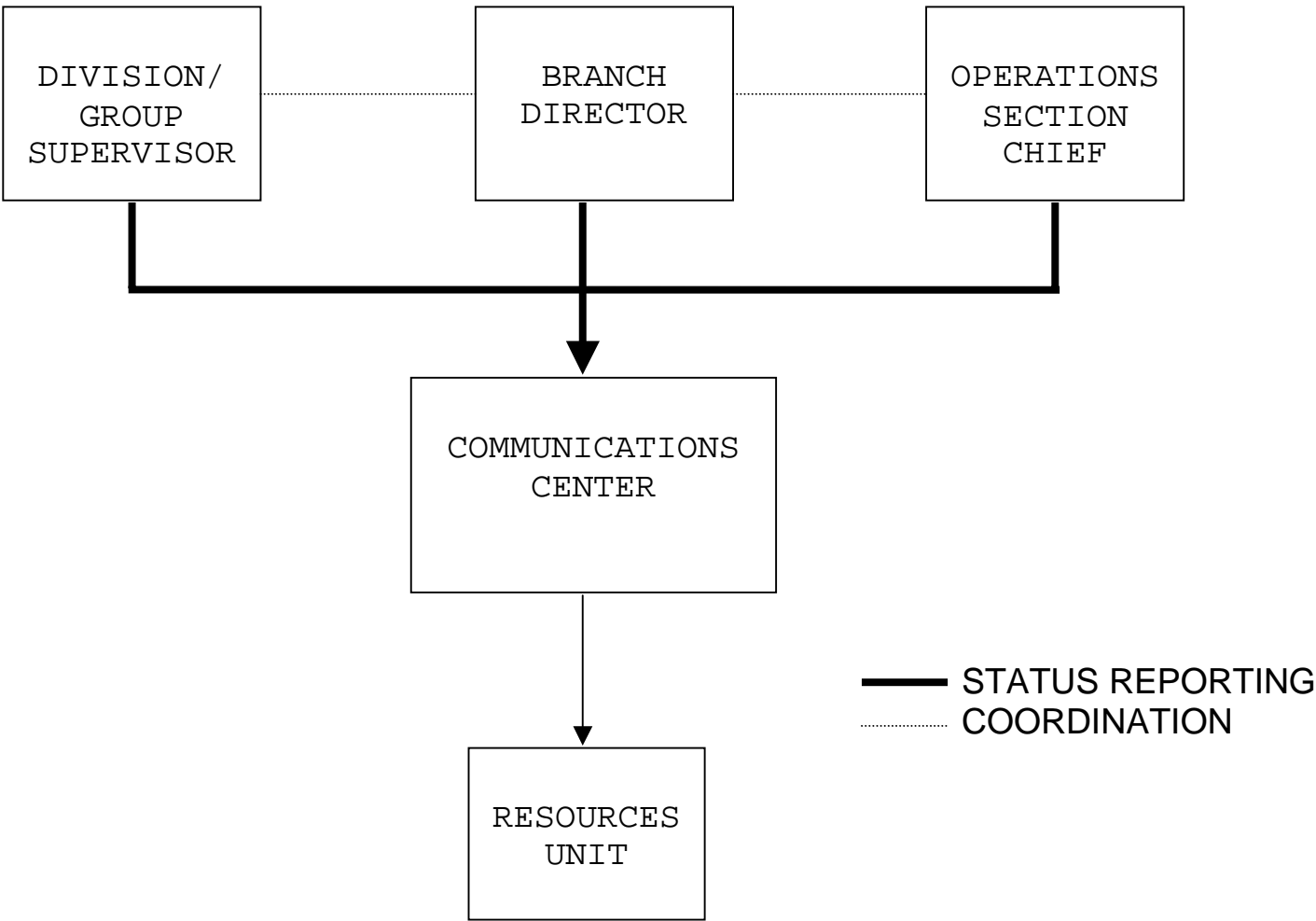
RESOURCES UNIT FUNCTIONS & INTERACTIONS



SITUATION UNIT FUNCTIONS & INTERACTIONS



RESOURCES STATUS CHANGE REPORTING



1.REPORT:

- A) RESOURCES CHANGING STATUS
(ASSIGNED, AVAILABLE, OUT OF SERVICE)
- B) RESOURCES MOVING BETWEEN DIVISIONS

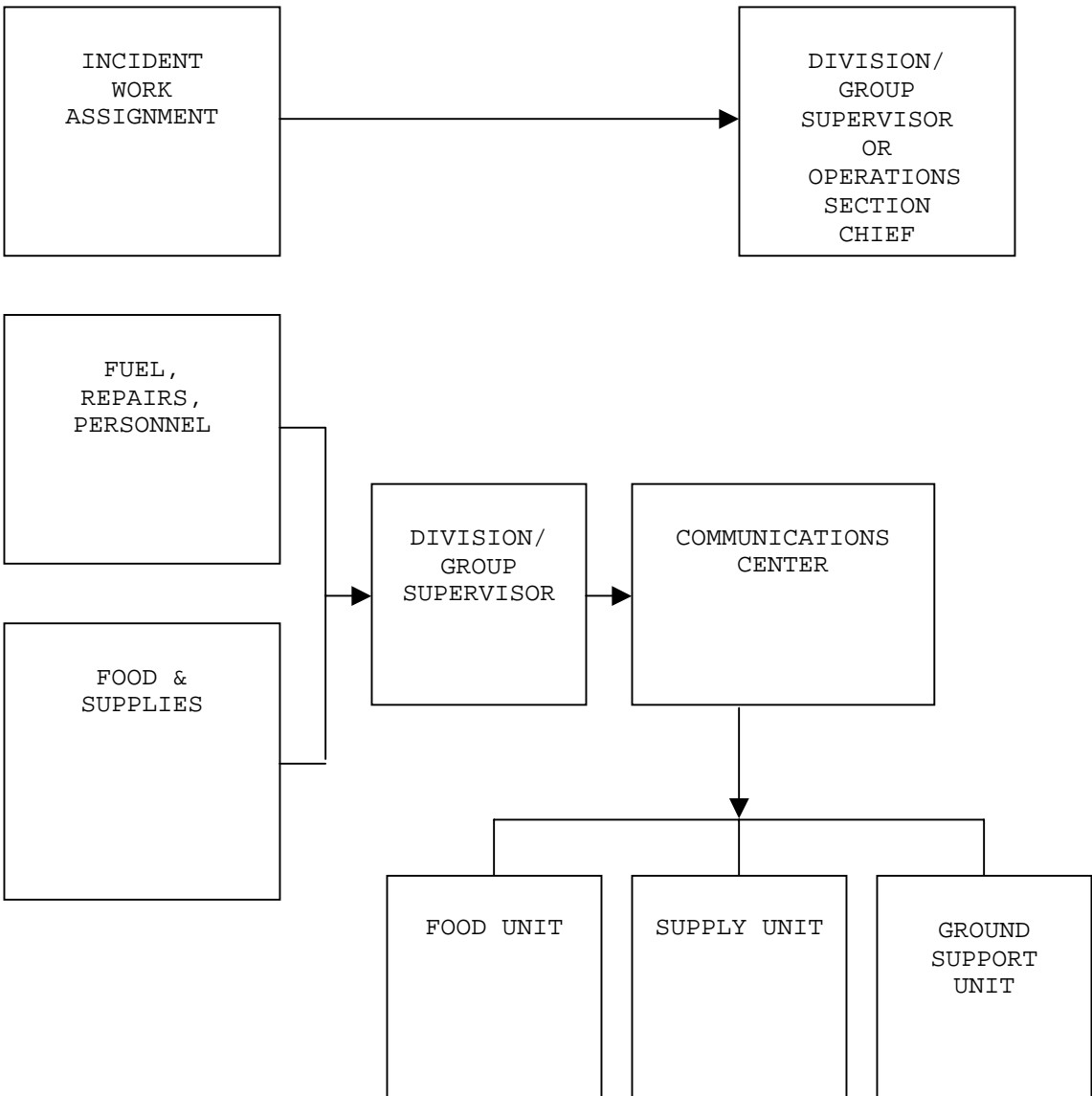
2.NOTE:

AUTHORITY WHO APPROVES THE STATUS CHANGE IS RESPONSIBLE FOR REPORTING IT TO RESOURCES UNIT.

STRIKE TEAM LEADER INTERACTIONS

OBTAINS

FROM



NOTE: OUT OF SERVICE RESOURCES INTERACT DIRECTLY WITH APPROPRIATE UNITS FOR SERVICE AND SUPPORT

	ICS ORGANIZATION GUIDE						
C O M M A N D	1. Incident Commander - one per incident. Unless incident is multi-jurisdictional.						
	2. Multi-jurisdictional incidents establish Unified Command with each jurisdiction supplying individual to represent agency in Unified Command Structure.						
	3. Incident Commander may have Deputy.						
	4. Command Staff Officer - one per function per incident.						
	5. Command Staff may have assistants as needed.						
	6. Agency Representatives report to Liaison Officer on Command Staff.						
	INCIDENT BASE RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS (PER TWELVE (12) HOUR OPERATIONAL PERIOD)						
	(If camps are established, the minimum personnel requirements for the Base may be modified or additional personnel may be added to support camps.)						
	UNIT POSITION	SIZE OF INCIDENT (NUMBER OF DIVISIONS)					
		2	5	10	15	25	
O P E R A T I O N S	Operations Section Chief	One Per Operational Period					
	Branch Director		2	3	4	6	
	Division/Group Supervisor	2	5	10	15	25	
	Strike Team Leaders	As Needed					
	Task Force Leaders	As Needed					
	Air Operations Director		1	1	1	1	
	Air Tactical Group Supervisor	1	1	1	1	1	
	Air Tanker/Fixed Wing Coordinator	As Needed					
	Helicopter Coordinator	As Needed					
	Air Support Group Supervisor	1	1	1	1	1	
	Helibase Manager	One Per Helibase					
	Helispot Manager	One Per Helispot					
	Fixed Wing Support Leader	One Per Airport					
Staging Area Manager	One Per Staging Area						
P L A N N I N G	Planning Section Chief	One Per Incident					
	Resources Unit Leader	1	1	1	1	1	
	Status Recorders	1	2	3	3	3	
	Check-In Recorders	As Needed					
	Volunteer Coordinator	As Needed					
	Technical Specialists	As Needed					
	Situation Unit Leader	1	1	1	1	1	
	Field Observer		1	2	2	3	
	Weather Observer	As Needed					
	Aerial/Ortho Photo Analyst	As Needed					
	Display/Report Processor		1	1	1	2	
	IR Equipment Operators	Two (If Needed)					
	Computer Terminal Operator		1	1	1	1	
	Photographer			1	1	1	
	Environmental Unit Leader	1	1	1	1		
	Documentation Unit Leader		1	1	1	1	
	Demobilization Unit Leader			1	1	1	
Demob Recorders from Resources	As Needed						

ICS Organization Guide continued

	UNIT POSITION	SIZE OF INCIDENT (NUMBER OF DIVISIONS)				
		2	5	10	15	25
LOGISTICS	Logistics Section Chief	One Per Incident				
	Service Branch Director	As Needed				
	Communications Unit Leader	1	1	1	1	1
	Incident Communications Manager	1	1	1	1	1
	Incident Dispatcher	1	2	3	3	4
	Message Center Operator		1	1	2	2
	Messenger		1	2	2	2
	Communications Technician		1	2	4	4
	Medical Unit Leader	1	1	1	1	1
	Medical Unit Leader Assistant	As Needed				
	Responder Rehabilitation Manager	As Needed				
	Food Unit Leader		1	1	1	1
	Food Unit Assistant (each camp)	As Needed				
	Cook		1	1	2	2
	Assistant Cook		2	2	6	12
	Helper		8	8	16	24
	Support Branch Director	As Needed				
	Supply Unit Leader		1	1	1	1
	Camp Supply Assistant (each camp)	As Needed				
	Ordering Manager			1	1	1
	Receiving/Distribution Manager		1	1	1	1
	Tool/Equipment Specialist			1	1	1
	Recorders		1	1	2	2
	Helpers		2	2	2	2
	Facility Unit Leader		1	1	1	1
	Base Manager		1	1	1	1
	Camp Manager (each camp)	As Needed				
	Facility Maintenance Specialist		1	1	1	1
	Security Manager		1	1	1	1
	Helpers		6	6	12	12
	Ground Support Unit Leader	1	1	1	1	1
	Equipment Manager		1	1	1	1
	Assistants	As Needed				
	Equipment Timekeeper		1	1	1	1
	Mechanics	1	1	3	5	7
	Drivers	As Needed				
	Operators	As Needed				
	Vessel Support Unit Leader	As Needed				
FINANCE	Finance/Administration Section Chief	One Per Incident				
	Time Unit Leader		1	1	1	1
	Time Recorder, Personnel		1	3	3	5
	Time Recorder, Equipment		1	2	2	3
	Procurement Unit Leader		1	1	1	1
	Compensation/Claims Unit Leader		1	1	1	1
	Compensation Specialist	As Needed				
	Claims Specialist	As Needed				
	Cost Unit Leader		1	1	1	1
	Cost Analyst			1	1	1

N-STAFF/ICS ORGANIZATION CORRELATION CHART

Coast Guard personnel may find themselves working in an N-Staffing organization in support of DOD operations, or DOD personnel may find themselves working in an ICS organization. The following table is provided to enable those trained in an ICS position to identify where their ICS skills best fit in an N-Staffing Organization. Conversely, if N-Staff qualified individuals find themselves working in an ICS organization in support of a response they can use the table to find where their N-Staff training and experience will best fit in the ICS organization.

For example, if an individual is trained as a Resources Unit Leader in ICS and they report to an N-Staff organization their skills in ICS would best fit under N-1 (Manpower and Personnel).

N Staff	N Staff Responsibilities	Proposed ICS Position Equivalents
N-1: Manpower & Personnel	<ul style="list-style-type: none">◆ All matters concerning human resources and,◆ Unit Personnel strength and readiness status◆ Monitors and assesses elements of personnel administration & management◆ Receives information for coordinating, advising, and planning to assist the CG Commander in accomplishing the mission	<p><u>Safety Officer</u>: Develops & recommends measures for assuring personnel safety. <i>(Command Staff)</i></p> <p><u>Liaison Officer</u>: Where incidents are multi-jurisdictional, or have several agencies, individual is contact for personnel assigned to incident by these agencies. <i>(Command Staff)</i></p> <p><u>Resources Unit</u>: Maintains status of all assigned resources at an incident (key supervisory personnel, primary & support resources, etc.). <i>(Planning Section)</i></p> <p><u>Documentation Unit</u>: Maintains accurate, up-to-date incident files. <i>(Planning Section)</i></p> <p><u>Time Unit</u>: Accurate recording of daily personnel time, compliance with time recording policies, and managing commissary operations. <i>(Finance/Administration Section)</i></p> <p><u>Finance Section Chief</u>: Manage all financial aspects of incident, provide financial & cost analysis information, develop operating plan for Finance/Administration, meet with assisting and cooperating agency reps., help with financial input for demobilization planning. <i>(Finance Section)</i></p>
N-2: Intelligence	<ul style="list-style-type: none">◆ All matters concerning military and contingency intelligence.◆ Acquires various intelligence information and data.◆ Analyzes and evaluates intelligence and data.◆ Provides analyzed information and data to CG Commander with recommendations.	<p><u>Situation Unit</u>: Collects, processes, and organizes all of the incident information. <i>(Planning Section)</i></p>

N Staff	N Staff Responsibilities	Proposed ICS Position Equivalents
N-3: Operations	<ul style="list-style-type: none">◆ All matters concerning contingency operations, tactical plans, tactical response organization and training◆ Maintains current operations estimate of situation in coordination with other staff elements◆ Coordinates & develops the operations & tactical plans, and OPORDERS◆ Responsible for all tactical activities◆ All personnel and unit training within Command organization	<p><u>Operations Section Chief:</u> Manages tactical operations, requests resources as needed, supervises execution of the Incident Action Plan for Operations, approves release of resources from assigned status. (<i>Operations Section</i>)</p> <p><u>Other Branches, Task Forces, Single Resources, Staging Area Manager, Air Operations, Air Tactical Group, etc.</u> Assigned duties, as directed under the standard ICS organization. (<i>Operations Section</i>)</p>
N-4: Logistics	<ul style="list-style-type: none">◆ All matters concerning the response organization supplies, maintenance, transportation, and services◆ Determines supply requirements and coordinates/processes supply requests. Ensures supply security.◆ Supervises collection, staging, distribution and transportation of supplies	<p><u>Logistics Section Chief:</u> All incident support (exception being aviation support). (<i>Logistics Section</i>)</p> <p><u>Demobilization Unit:</u> Develops Incident demobilization plan. (<i>Planning Section</i>)</p> <p><u>Medical Unit:</u> Procedures for managing major medical emergencies, provide medical aid, and assist with processing injury-related claims (determine level of emergency medical activities prior to activation, acquire and manage medical support, establish procedures for handling serious injuries). (<i>Logistics Section</i>)</p>

N Staff	N Staff Responsibilities	Proposed ICS Position Equivalents
N-4: Logistics	<p><i>(repeated from previous page)</i></p> <ul style="list-style-type: none">◆ All matters concerning the response organization supplies, maintenance, transportation, and services◆ Determines supply requirements and coordinates/processes supply requests. Ensures supply security. <p>Supervises collection, staging, distribution and transportation of supplies</p>	<p><u>Food Unit:</u> Supplies food needs for the entire incident (determine food & water requirements, obtain necessary equipment and supplies, order sufficient food and potable water, etc.). <i>(Logistics Section)</i></p> <p><u>Supply Unit:</u> Orders, receives, processes, stores all incident-related resources. Provides supplies to planning, logistics and finance/admin sections, determines type and amount of supplies en route, orders, receives, distributes, and stores supplies and equipment, maintains inventory of supplies and equipment. <i>(Logistics Section)</i></p> <p><u>Facilities Unit:</u> Sets up, maintains and demobilizes all incident support facilities. Determines requirements for each incident facility, activates incident facilities, provides security services, etc. <i>(Logistics Section)</i></p> <p><u>Ground Support Unit:</u> Maintenance, service, and fueling of all mobile equipment & vehicles. Ground transportation of personnel, supplies and equipment. Support services for mobile equipment & vehicles, order maintenance & repair supplies, etc. <i>(Logistics Section)</i></p>

N Staff	N Staff Responsibilities	Proposed ICS Position Equivalents
N-4: Logistics	<p><i>(repeated from previous page)</i></p> <ul style="list-style-type: none">◆ All matters concerning the response organization supplies, maintenance, transportation, and services◆ Determines supply requirements and coordinates/processes supply requests. Ensures supply security. <p>Supervises collection, staging, distribution and transportation of supplies</p>	<p><u>Procurement Unit:</u> All matters pertaining to vendor contracts, leases, and fiscal agreements. Coordinate with local jurisdiction on plans and supply sources, draft memoranda of understanding, establish contracts 7 agreements with supply vendors. <i>(Finance/Administration Section)</i></p> <p><u>Compensation/Claims:</u> Oversees completion of all forms required by workers' compensation and local agencies. Also maintains file of injuries and illnesses, associated with the incident. Close coordination with the Medical Unit. Claims is responsible for investigating all claims involving property associated with or involved in incident. <i>(Finance/Administration Section)</i></p> <p><u>Cost Unit:</u> Provides all incident cost analysis. Insures proper identification of all equipment and personnel requiring payment, prepares estimates of incident costs, and maintains accurate records of incident costs. <i>(Finance/Administration Section)</i></p>

N Staff	N Staff Responsibilities	Proposed ICS Position Equivalents
N-5: Plans & Policy	<ul style="list-style-type: none">◆ All matters concerning the long range response organization planning.◆ Prepares mission, concept, and overall operations plans for the contingency.◆ Prepares the recommended Course of Action (COA) and Commander's Estimates (CE), and provides response recommendations.◆ Coordinates and facilitates all planning functions and processes.	<u>Planning Section Chief:</u> Evaluates, processes, and disseminates information for use at the incident. Reassigns out-of-service personnel already on-site to ICS organizational positions, as appropriate, establishes information requirements, and reporting schedules, determines need for any specialized resources, assembles information on alternative strategies, provides periodic predictions on incident potential, reports any significant changes in incident status. (<i>Planning Section</i>)
N-6: Command, Control & Communications	<ul style="list-style-type: none">◆ All matters concerning Command, Control, and Communications.◆ Handles command responsibilities for communications.◆ Coordinates tactical communications planning and execution.◆ Manages and develops the electronics and automatic information systems.	<u>Communications Unit:</u> Develops plans for the use of incident communications equipment and facilities, installs and tests the communications equipment, supervises the Incident Communications Center, distributes and maintains communications equipment. (<i>Communications Section</i>)
Special Staff	<ul style="list-style-type: none">◆ Gives technical, administrative & tactical advice◆ Prepares parts of plans, estimates & orders◆ Coordinates & supervises staff activities	
Personal Staff	<ul style="list-style-type: none">◆ Responsible directly to the Commander◆ Special Matters over which commander chooses to exercise close personal control◆ Usually includes the political adviser	